**From:** Tiffany Alvarez
**To:** gladwell4@aol.com
**Cc:** Donna Schwartz; Monica Davis; Jesse Silva; Daniel Cohen; Eligio Lara
**Subject:** RE: Revised Records Retention Schedules - Police
**Date:** Thursday, November 7, 2024 4:57:42 PM
**Attachments:** _CITY WIDE (Used by All Departments).pdf
Police.pdf
SMPD Policy 1013_Personnel Records.pdf

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Hi Diane – I went through the Admin items I mostly work with and have the following items for discussion. Thank you!

From City-wide schedule

| Retention No. | Records Description | Comments |
|---|---|---|
| CW-023 | Personnel Files | No retention period listed |
| | Discipline Records | Not listed ***refer to the attached PD's Lexipol policy 1013 and quick reference chart below*** |
| | Recruitment Files | Not listed – I use this category for our internal specialty/collateral assignment recruitments |
| | Time Sheets/Timecards | Not listed - the PD retains our original timecards. Finance does not want them due to volume. |
| | Travel Expense Records | Not listed – would this now be included in a different category? |

From Police schedule

| Retention No. | Records Description | Comments |
|---|---|---|
| PD-001 | Background Files – successful | |
| PD-006 | Complaints from Members of the Public or Employees Without sustained finding of misconduct | I believe this needs to be separated out into two separate categories. The way it is proposed, it is combining two separate categories and giving them the same retention. We recently updated to Internal complaints = CL+4 whereas members of the public = CL+5 for not sustained misconduct. (refer to attached Policy 1013 and quick reference chart below) |
| | Claim Files (provided to Attorney's Office) | Not listed – would this now be included in a different category? Our current retention is CL+2, as it's a copy of what we provided to CAO. |

| | | |
|---|---|---|
| | | Ex: "Confidential Department Report" – CAO requests our records of an event when they receive a Claim.<br>Ex: Expedited Claims: Records from when we issue a handwritten check to resolve a complaint, via an Expedited Claim. |
| | Vehicle Records; DMV registration files | It's not listed specifically, so what would this category fall under in the new schedules? |

Also, there is varying retention amongst the Background file (successful) (PD-001) & training records (PD-015). The background is T+4 years but the training record is T+5 years. The retention is not listed for personnel files (CW-023), but our current schedule is T+4. It's odd that we would be able to destroy the personnel and background files at T+4, but have keep the training records for an additional year (T+5).

***From Policy 1013***

***Discipline Records in Personnel Files***

***AND***

***Investigation Files***

| Type of Complaint | Allegation | Finding | Retention | Citation |
|---|---|---|---|---|
| Internally Initiated Complaint | Misconduct | Sustained | CL+4 | GC 12946 |
| Civilian's Complaint | Misconduct | Sustained | CL+15 | PC 832.5 |
| Civilian's Complaint | Misconduct | Not Sustained | CL+5 | PC 832.5 |

***Tiffany Alvarez***
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*talvarez@cityofsantamaria.org*

**From:** Tiffany Alvarez <talvarez@cityofsantamaria.org>
**Sent:** Monday, October 14, 2024 3:56 PM
**To:** Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; Monica Davis <mldavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>; gladwell4@aol.com
**Subject:** FW: Revised Records Retention Schedules - Police

Forwarding to include Monica Davis (mldavis@cityofsantamaria.org). Thank you!

# Tiffany x2272

**From:** gladwell4@aol.com <gladwell4@aol.com>
**Sent:** Wednesday, October 9, 2024 12:00 PM
**To:** Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; Michael Davis <mdavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
**Subject:** Revised Records Retention Schedules - Police

*** EXTERNAL EMAIL: Please use caution when opening links or attachments.***

Hi, Team,

Here are the revisions to your department's records retention schedule that we made in our meeting.

Please review and let us know if you would like any further changes, or if you approve of your department's retention schedule with the proposed changes.

All changes should be forwarded to our Project Manager, Donna Schwartz, and myself.

Attachments:

- How to Use Retention Schedules
- Retention Legend
- City-Wide (Used by ALL Departments)
- Your department's schedule (this is what needs your review / approval or edits.)

Thanks!

Diane R. Gladwell, MMC
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Office 909.337.3516
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-----Original Appointment-----
**From:** Donna Schwartz <dschwartz@cityofsantamaria.org>
**Sent:** Monday, October 7, 2024 12:27 PM
**To:** Donna Schwartz; Tiffany Alvarez; Michael Davis; Jesse Silva; Daniel Cohen; Eligio Lara; gladwell4@aol.com

**Subject:** Records Retention Update Project - Police
**When:** Tuesday, October 8, 2024 2:15 PM-3:15 PM (UTC-08:00) Pacific Time (US & Canada).
**Where:** Microsoft Teams Meeting

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Passcode: e74pgh

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For organizers: Meeting options

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